Sample Close-Out Briefing

JCTD Name
FY _____
Close-Out Briefing
(Date of Briefing)

Participants:

- **Lead Executive Agent:**

- **COCOM Sponsor:**

- **Oversight Executive:**

- **Operational Manager:**

- **Technical Manager:**

- **Transition Manager:**

- **Other participants/partners**

Organization and name of individual. Just Organization Is fine for Other Participants/Partners.

(JCTD NAME) - OV-1

(JCTD Name)

- **Initial Concept:**

- **What was the Intent of JCTD:**

- **Any Significant Change(s) from CDB?**

(JCTD Name)
Final Operational Utility Summary

- **Date(s):**

- **Location(s):**

- **Short Description of Event(s):**

- **Results:**

  - **Was Operational Utility Demonstrated?**

  - **Was COCOM endorsement of operational utility of capability demonstrated received? If no, provide explanation of why endorsement was not received.**

  - **Was original Intent of JCTD fully met? If no, provide explanation.**

(JCTD Name)
Transition

- **Describe Status of each Transition**

  - **What's Transitioning:**
  - **Transition Target (e.g., PoR: Navy PMW-160, Residual: Army JPEO Guardian, GSA Schedule, Industry: Harris – for inclusion in Programmable Radio used by xxxx) :**
  - **Date of Transition:**
  - **Is there a signed TTA:**
  - **Status:**
  - **Identify any Major Issues:**

Note: List each transition and provide a brief description of each.   Keep transition section to 1 or 2 charts if possible.

- **Describe any spirals that resulted from JCTD, current status and overall success.**

- **List any Knowledge Products transitioning with the capability.**

- **List any named Operation (e.g., OEF, OIF, Japanese Relief Efforts, etc.) where the capability has been used?**

- **Provide any metrics (e.g., cost or time savings, lives saved, etc.) directly linked to this capability.**

- **What are expected costs after transition and funding sources? Has funding been POMed?   If so, including POM funding roll-up to include PE numbers.   If funding hasn't been POMed , what is plan?**

(JCTD Name)
Summary

- **Key Accomplishments/Successes:**

- **Lessons-learned:**   **Use number of pages necessary.**

- **Follow-on action requested:**

(JCTD Name)
Distribution of OSD RF Funds

MIPR Number	Total $ Value	Obligations	Expenditures	Remaining Balance	Plan for Distribution of Remaining Balance & Date

EXAMPLE

DWAM 90198	$1,000,000	$1,000,000	$800,000	$200,000	$100,000 Return to OSD 3/3/12 $100,000 Awaiting contract closeout 4/15/13

Back-Up Slides

JCTD Title (Font 32; Bold)

COCOM Sponsor: PACOM
OE: Mr./Mrs. Doe

Operational Problem:
• Provide the operation problem this JCTD is going to solve.

Specifics:
• Enter specific deliverables in Year 1 and 2

Technologies:
• Enter the technology(s) being used in this JCTD

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Requirement:
• Provide all relevant requirements for this JCTD (IPLs, STIPLs, etc.)

Competing Technology:
• Provide all competing technologies

Transition:
• Provide transition information

Funding ($K)	FY11	FY12	FY13	Total
Org 1	0	0	0	0
Org 2	0	0	0	0
OSD/RF	0	0	0	0
Total	0	0	0	0

Critical Non-Cash Resources:

Note: Font on the entire chart is "Calibri", font sizes differ

Issue(s):

JCTD Name
Updated Funding Plan

(JCTD Title)				(Name of OE)			(Date)
Partner Cash Contributions							
Organization	**Funding Commitment**	**Type of Funding**	**Program Element**	(Year 1)	(Year 2)	(Year 3)	**Total**
Total Committed Partner Cash Contributions							
JCTD Program Funds	Pending	RDT&E/6.3	0603648D				
Total Cash Contribution (Include Partner and JCTD Program Funds)							
Partner Critical Non-Cash Resources							
(Organization)	(Description of Committed Resource)			(Value)	(Value)	(Value)	
Total Committed Partner Critical Non-Cash Resources							
Note: See Sheet 2 for definitions.							

Status of Funding Commitments: **Identify any changes from CDB in Red and provide brief explanation.**

Explanation of Terms on Funding Summary Chart

JCTD Funding Plan - Terms and Color Coding Guidance	
Partner Cash Contributions	These are funds that have been committed to the JCTD by someone in the organization authorized to commit funds for that organization. This commitment should be in writing.
JCTD Program Funds	These are the funds that would be provided by the JCTD Program Office if the JCTD is approved. They are pending until JCTD approval.
Critical Non-Cash Resources	To be an acceptable Critical Non-Cash Contributions the resource must (1) be needed for the successful execution of the JCTD and be identified and described in the Implementation Directive and Management Plan (2) be an expense that would not occur if the partner was not supporting the JCTD. Normally sunk costs or past expenditure should not be included as a Critical Non-Cash Contribution.
Partner Critical Non-Cash Resources	These are non-cash resources that have been committed to the JCTD by someone in the organization authorized to commit resources for that organization. This commitment should be in writing.